

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 324-6962



September 19, 1986

ALL-COUNTY LETTER NO. 86-93

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: TRACKING SDE-SUBSIDIZED CHILD CARE FOR ELIGIBLE RECIPIENTS

The Greater Avenues for Independence Act of 1985 (GAIN/AB 2580) requires the state to maximize available federal funds by claiming federal financial participation (FFP) for the cost of child care subsidized by the State Department of Education (SDE) which is provided to children of parents in FFP-eligible employment programs. In accordance with this requirement, the State Department of Social Services (SDSS) and SDE have established a system for tracking the hours or days of eligible child care and reporting their costs in order to obtain FFP. The purpose of this letter is to describe the process that will be used to collect the required information.

PARTICIPATING COUNTIES

All counties which currently operate the Work Incentive Program-Demonstration Project (WIN-DEMO), GAIN, Employment Preparation Program (EPP), Community Work Experience Program (CWEP) and/or a grant diversion project are required to participate in this tracking process.

ELIGIBLE COMPONENTS

Counties are required to track SDE-subsidized child care for persons participating in the following employment programs:

- o Employment Search (i.e., Job Club and Job Search). This would apply to those counties operating the EPP.
- o CWEP
- o Grant Diversion

This procedure does not apply to child care funded directly by WIN-DEMO or GAIN; however, tracking is required if a WIN-DEMO or GAIN participant is receiving SDE-subsidized child care.

GEN 654 (2/82)

SDE-SUBSIDIZED CHILD CARE

The SDE has been providing subsidized child care to eligible families for many years. Most of the subsidized care is provided to low-income working families; in many counties this care is delivered through contracts with school districts, cities, private agencies and County Welfare Departments (CWDs). However, a portion of the families eligible for SDE-subsidized care have parents who are looking for work or receiving employment training. Both of these activities can be self-initiated. Child care provided for these families should be tracked only if the parents are performing these activities under either WIN-DEMO, GAIN, EPP, CWEP or a grant diversion project and the child care is not funded by either WIN-DEMO or GAIN.

Many child care and development programs which provide SDE-subsidized child care also offer care to children of parents who pay the full market rate and to children whose care is paid in full by county welfare departments, primarily with WIN funds. Neither the full cost or WIN services provided in SDE-subsidized programs would be tracked.

Alternative Payment (AP) programs (and in some instances CWDs) operate statewide under contract with SDE to provide a broad range of alternative child care to eligible families. The care can be provided in private family day care homes, private child care centers and preschools, and even in the child's own home. The AP Program or CWD determines eligibility, locates a care arrangement, and manages the payments to child care providers. Part of this process involves certification by the provider and parent that the care was provided.

CHILD CARE TARGETED FOR TRACKING

The child care which will be tracked by this process must meet both of the following criteria:

- o The parent is an Aid to Families with Dependent Children (AFDC) recipient who is currently in Employment Search, CWEP or Grant Diversion.
- o The child care is fully subsidized by SDE and offered in a child care and development facility or in another child care arrangement coordinated through an AP Program or CWD.

TRACKING PROCESS

For care provided in a child care and development facility, refer to steps 1 through 6. For child care coordinated through an AP Program or CWD refer to steps 1 and 7.

1. At registration, redetermination, and whenever there is a change in employment training assignments, the county reviews the case to determine if the recipient is in an eligible component and if the recipient's child care is subsidized by SDE.

If the provision of SDE-subsidized child care cannot be determined by a review of the case file or by interviewing the recipient, it may be necessary to contact the child care provider, the local AP, the child care resource and referral program or the contact within the CWD who handles the SDE contract. Listings of centers and homes which provide SDE-subsidized care should be available through these programs.

2. Once it is determined that a recipient's child care should be tracked, the county is to provide the recipient with a Monthly Service Report, GAIN 34 (September 1986) (See Attachment A).

County staff must complete Section I of the form before giving it to the recipient. Additional forms with Section I completed can be provided at this time if it is known that the situation will remain the same for more than one month.

3. The recipient takes the form to the child care provider at the end of the month.
4. The child care provider assists the recipient in transferring information from provider records onto Section II of the form.
5. Both the provider and the recipient sign the form in Section III.
6. The recipient returns the completed form to the county.

Each county will be responsible for devising a system to ensure that the completed forms are returned in a timely manner. If the volume is small, a county may opt to provide a preaddressed, stamped envelope.

7. When it is determined that trackable SDE-subsidized child care is provided through the AP Program or CWD, the form (with Section I completed) is sent by the county to the AP Program directly or to the appropriate county unit. The AP or CWD procedures require an attendance reporting and a certification by provider and parent. The AP Program or CWD staff can complete Section II and sign Section III as an "authorized employee." There is no need to obtain the recipient's signature since he/she has already certified attendance data. The AP Program or CWD must be asked to maintain these certifications for audit purposes or send copies of the certifications along with the completed forms.

REPORTING PROCESS

1. After collecting the Monthly Service Report forms for each quarter, the CWD will summarize the information on a Quarterly Summary Sheet, GAIN 33 (September 1986) (See Attachment B). The recipient forms will be accumulated on a monthly basis and then summarized into quarterly totals. The forms should be retained by the county for audit purposes. Instructions developed by SDE for completion of the Monthly Service Report by child development contractors are attached (see Attachment C) in order for the CWD to monitor the accuracy of the data submitted.
2. At the end of each quarter of the state fiscal year, the county will transmit the completed summary sheets to:

State Department of Social Services
Financial Management Services Branch
744 P Street, M.S. 8-300
Sacramento, CA 95814

The summary sheets must be submitted by the fifteenth working day after the end of each quarter beginning with October 21, 1986.

3. The SDSS will summarize the information on SDE-subsidized child care provided to children of AFDC recipients in eligible components and submit this information to SDE, Local Assistance Bureau.
4. The SDE will calculate the cost for this care and provide SDSS with totals.
5. The SDSS will report expenditures to the federal government for reimbursement.

The specific instructions for completion of the tracking forms are as follows:

A. MONTHLY SERVICE REPORT

Section I - Enter the month for which child care will be tracked. Enter the child's name and the name of the AFDC parent (recipient) who is in an eligible component. If the recipient has more than one child receiving SDE-subsidized care, separate forms are required for each child.

Enter the Employment Service Component in the space provided on the form. Also enter the total hours or days and the period within which the recipient is scheduled to be in this component. Entering accurate information in this section will eliminate the need to go back to the case file to reconcile attendance data and eligibility. If a recipient changes assignments during a month, the Monthly Service Report must accurately identify the hours or days to each component.

Section II - The child care provider, the AP Program or CWD staff completes this section. The contract number is vital for costing out the amount for care in a particular facility. The AP Program or CWD has its own contract number.

The facility, AP Program, or CWD staff checks either Child Hours of Enrollment (CHE) or Child Days of Enrollment (CDE). The facility, AP Program or CWD staff then checks the Enrollment category based on SDE criteria.

The facility, AP Program, or CWD staff then enters enrollment/attendance data per the instructions on the Monthly Service Report form and provides the required totals.

Section III - Certification by the facility, AP Program, or CWD staff and the recipient is necessary for federal audit. In the case of AP programs or CWDs the recipient will have already certified attendance on another form generated by the AP Program or CWD.

The Monthly Service Report should be provided to the recipient so that it can be hand-carried to the child care provider at the end of the month. It may be a few days before the facility (AP Program or CWD) can complete the form since its data is based on other monthly records. The SDE, Child Development Division, will notify its contractors of this tracking and reporting process to elicit their cooperation. (See Attachment C).

B. QUARTERLY SUMMARY SHEET

At the end of each quarter Monthly Service Reports are to be summarized and grouped by contract number. Break out each of the contract numbers into the three employment service components, as applicable. A Quarterly Summary Sheet should be completed for each employment service component. Based on the entries by the provider on the combined Monthly Service Reports, total the number of hours (CHE) or days (CDE) for each contract number and component. If the child is an infant or is severely handicapped, the total must be adjusted by multiplying the factor provided.

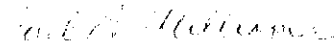
The total of the adjusted service units is entered in the Total column provided. The final right hand column will be completed by SDE and will constitute an invoice for claiming federal matching funds.

The total hours or days must correspond with the time that the parent (recipient) is in an eligible employment training component. If the component does not encompass the entire month, it will be necessary to compute the appropriate number of hours or days from the attendance data completed by the provider.

If there are no hours/days to report for a given month, draft a short statement to that effect and forward it to the SDSS address shown above.

This tracking process is necessary to comply with the mandates of AB 2580. The first reports are due from applicable counties by January 21, 1987 and subsequently due 15 working days from the end of each quarter. Forms will be available at the SDSS warehouse in early October. Camera ready copies are attached for county use prior to such time. Any questions regarding the preparation of the report may be directed to the Fiscal Policies and Procedures Bureau at (916) 445-7046. Any questions regarding the program requirements may be directed to the GAIN Implementation Bureau at (916) 324-6962.

Thank you for your cooperation.


CARL B. WILLIAMS
Deputy Director
Employment and Community
Services Division

cc: CWDA

NOTE: If your child is no longer receiving care in a State Department of Education Child Care and Development Program or another home or center, contact a county worker at the number shown in Section I, below.

SDE SUBSIDIZED CHILD CARE QUARTERLY SUMMARY SHEET

COUNTY	MONTH OF
CONTRACT PERSON	PHONE ()

[illegible]



Child Development Division

Reporter

Recorder Number (916) 322-6241

Date: September 8, 1986 No. 86-37

ATTENTION: All Child Development Division Program Contractors

SUBJECT: REPORTING ENROLLMENT OF CHILDREN RECEIVING AID TO FAMILIES WITH
DEPENDENT CHILDREN (AFDC)

The child care costs for AFDC children in State Department of Education (SDE) contract centers whose parents are in certain employment or training categories are now eligible for federal reimbursement. The Department of Finance estimates that this may result in up to a \$31 million savings to the State General Fund. Your cooperation in completing the reporting form is essential since all claims for federal funding must be substantiated by complete and accurate records of child days of enrollment or child hours of enrollment.

The period for which reporting is required commences August 1, 1986. Reporting responsibilities of child care contractors follow:

I. Child Care Center Contractors

- A. County welfare departments will determine which AFDC children in SDE contract facilities are eligible for federal reimbursement and will give a copy of the enclosed form, with Section I completed, to the parent. There will be a separate form for each child in care. At the end of each month the parent will request the assistance of the child care contractor in completing Section II.
- B. In Section II, the contractor's name and contract number, as they appear on the contract, are entered. The reimbursement unit - either child hours of enrollment or child days of enrollment - assigned to the contract is indicated by checking the appropriate box. Additionally, the enrollment category indicating the status of the child as being at least two years nine months old, an infant (under two years nine months), severely handicapped, or limited English speaking/non English speaking is checked. If your records for a particular child show an enrollment category other than those provided on the form, select from among those displayed the enrollment category most nearly appropriate.

Attendance is to be transcribed from the CD-9400 onto Section II. Section II provides recording space for five weeks. Commence recording attendance/enrollment on the day of the week on which the first day of the month falls. Block out with an "X" any days of the week prior to that date. For example, the first day of July falls on Tuesday. The spaces under Sunday and Monday would, consequently, be crossed out. July continues through Thursday of the fifth week represented in Section II. Friday and Saturday of that fifth week,

therefore, would be crossed out. If the child attends only Mondays through Friday, all Saturdays, and Sundays in the month are crossed out. All other days on which the child is not enrolled and days the child development program is closed are also crossed out. Days on which the child is in attendance for at least part of the day are left blank, indicating attendance. An "A" is entered for days of unexcused absence. For days of excused absence the A is circled, ((A)). If the date on which the child is first enrolled occurs during the reporting month, an "E" is entered for that day, and all prior days in the month are crossed out. If the child leaves the child development program during the reporting month, an "L" is entered for the last day, and all subsequent days are crossed out.

To summarize, days for which the child is enrolled (CHE as well as CDE) and is in attendance for at least part of that day are left blank, except to indicate the child's first or last day of enrollment in the program, in which case an "E" or "L" would be entered. For days in which the child is not enrolled or the child development program is closed, an "X" is entered. For days on which the child is absent for a day on which he/she is enrolled, either an "A" or an "A" is entered.

Adjustments will need to be made when days or hours of enrollment are irregular, as for example when a child is enrolled for part-time on Tuesdays and Thursdays and full-time on Mondays, Wednesdays, and Fridays, or, in the case of school age children, when school vacations occur during the reporting month. In such cases it will be necessary to enter the child hours of enrollment or the appropriate part of the day (part-time, full-time, etc.) for each day of attendance.

From the entries transcribed from the CD-9400, calculate the total child days of enrollment or child hours of enrollment, and enter the number in the appropriate box. Although no provision on the form is made to register the child hours of enrollment per day, that figure is to be entered directly below the box showing total child hours of enrollment.

For programs where reimbursement is based on child days of enrollment an additional calculation is made to determine the adjusted child days of enrollment. Multiply the total child days of enrollment times the appropriate percentage for part-time (.5), 3/4 time (.75), full-time, (100), and full-time plus (1.50), and enter the figure in the box labeled Total Adjusted CDE. This step is omitted when the child's enrollment varies from day-to-day, and the actual percentage is entered for each day of attendance.

C. Complete Section III as indicated.

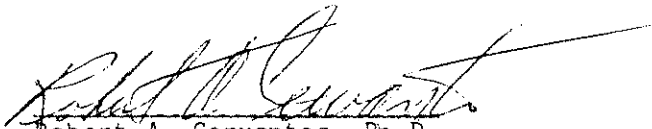
II. Alternative Payment Programs, County Welfare Departments and Family Care Home Networks

Reporting procedures for the above identified program types are identical to procedures for center based programs, except that the reporting form is sent directly to the contractor for completion and signature. The parent is not involved.

III. Disposition

Parents whose children are in child care centers are responsible for returning the signed and completed form to the county welfare department. Where the program type is not a child care center, the contractor is responsible for returning the form to the county welfare department.

County welfare departments will provide a quarterly summary of the monthly reports to the Local Assistance Bureau in the SDE, which will calculate child care expenditures for children eligible for federal funding and will report that amount to the Department of Social Services.



Robert A. Cervantes, Ph.D.
Assistant Superintendent
Child Development Division